

Air AGR Hiring Checklist

THE STANDARD – 90 Days

AGR Hire can take between 65 and 110+ calendar days (2-4 Months)

STARTING AT THE WING

- ☐ Supervisor Submits J-1 (Job Announcement Request) and Draft Announcement via wing HRO Liaison
 - ☐ HRO Liaison QC's J-1 to reduce delays
 - ☐ HRO Liaison routes J-1 for signatures (Wing Commander)
 - ☐ Liaison submits J-1 to HRO (5 Calendar Days)
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AT HRO

- ☐ HRO receives J-1 (Job Announcement Request) and Draft Announcement HRO Day 1
- ☐ AGR Section validates request (Manning Doc) and reviews Draft Announcement (HRO 5 Day Goal)
- ☐ AGR Section sends Draft Announcement to Supervisor for Approval (Supervisor 5 Day Goal)
- ☐ Final Announcement is the posted on DMVA website via State webmaster (1 Day Goal)

JOB POSTED ON DMVA.ALASKA.GOV FOR 15 or 30 DAYS or more

- ☐ After job closes HRO sends supervisor/panel applicants (HRO 5 Day Goal)
- ☐ Supervisor receives starts interview process (Supervisor 20 Day Goal)
- ☐ Supervisor routes selection packet thru wing internal review (5 Calendar Days)
- ☐ HRO Liaison returns Selection Packet to HRO
- ☐ AGR Section – puts together selection packet for HRO internal routing (HRO 5 Day Goal)
- ☐ Selection Packet Routed for Internal HRO Review (HRO 7 Day Goal)
- ☐ Selection Approval Sent to Supervisor – anticipated start date of orders
- ☐ Selectee offered job (Selectee given 7 days)
- ☐ Date selectee gives start date HRO Process Time Stops
- ☐ J2 AGR Orders Request
 - Publish Orders
 - Update DCPDS
 - Accessions completed (50 Day Process)

Plan ahead if you have a projected vacancy, it could take 6+ months to get a new employee on the job. Every hiring process is unique and many factors can contribute to the extended timeline. For example: it's dependent on wing approval process timelines, whether the selectee accepts job offer; Accessions can take ~50+ days; if the selectee needs to be brought into the Air National Guard from Active Duty or hired from the lower 48, etc.

***** All days are Calendar days**